

RMS file
Chief, Management Staff

28 January 1957

Chief, Records Management Staff

Weekly Report - Week Ending 23 January 1957

1. Contributions

- a. Presentation of the proposed addition to the Records Center was made to the MD/S. He has approved submission of a PRC Outline requesting formal approval of the project and the necessary funds to construct an addition of 30 thousand square feet (60 thousand cubic feet) to the present building.
- b. NMAA Agency offices transferred 212 cubic feet of inactive records to the Center.
- c. Sixteen new and revised forms completed.

2. General News

- a. Four members of this Staff attended the Interagency Records Administration Conference at the National Archives to hear a discussion on Correspondence Management.
- b. Three members of this Staff attended the indoctrination session on RAMAC conducted by the IBM Company.
- c. OCR has requested us to assist in the transferr of certain captured Japanese records to the Air Weather Service. This is being coordinated with the Air Force and the National Archives.
- d. The National Archives has requested us to assist them in the proposed transfer of approximately five thousand investigation dossiers concerning prospective employees for Radio Free Europe from the State Department to this Agency.

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Mgt S/RMS/I

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